

STURGIS COMMUNITY CENTER

Rental Application and Agreement

Application Date _____ Staff Member _____

Group Name _____

Type of Activity _____ Group Size _____

Room Requested _____

Date(s) for reservation _____

Start Time _____ End Time _____

Name of Contact Person _____ Daytime Phone _____

Mailing Address _____

City/State Zip _____ E-mail _____

General Questions

Will Food/drink be served? Yes/No
Will alcohol be served? Yes/No
Is the event open to general public? Yes/No
Can this event be published on a weekly/monthly calendar? Yes/No
Will there be an admission fee? Yes/No
Will there be any sales? Yes/No
Are you a non-profit organization? Yes/No

EQUIPMENT/SUPPLY NEEDS

_____ *Tables	_____ Flags (nc)
_____ * Chairs	_____ *Coffee
_____ Podium	_____ Sound System/Gym
_____ Coat Rack	_____ *TV/VCR
_____ Easel	_____ *Projector
_____ Piano	_____ Signs (nc)
_____ *Theater Lighting	_____ Risers/Staging (nc)
_____ *Theater Sound	_____ *Overhead
_____ Other	_____
_____ Other	_____
_____ Other	_____
_____ Other	_____

*See Room Fees schedule for additional charges

Billing Information

Description:

Estimate:

Final:

Comments:

Facility Rental:

Personel:

Total:

Damage/Cleaning Deposit: \$ _____

Payments Received

Date:

Amount:

Comments:

Set-Up Instructions

Note: All changes from this format must be approved at least 24 hours in advance of the event date.

Community Center Agrees To:

Leasee Agrees To:

Comments:

I have read and understand the rental agreement rules (Facility Rental Rules and Regulations) pertaining to the use of the above described facilities and agree to be responsible for compliance with such rules and to assume responsibility for any damages and/or maintenance costs. Furthermore, I hereby waive any and all liability the Sturgis Community Center may have and waive any and all damages against the Sturgis Community Center related to the rental of the facility.

Leasee's Signature: _____ Date: _____

I have reviewed the terms and dates requested and find them acceptable. I acknowledge receipt of \$ _____ as a deposit on this agreement.

Sturgis Community Center Director Signature: _____ Date: _____